

Federal Directory
of
Contract Administration Services Components

August 2000

INTRODUCTION

The Federal Directory of Contract Administration Services (CAS) Components lists the components assigned to provide CAS within designated geographic areas and at specified contractor plants. This **August 2000 Directory supersedes the June 2000** edition of the Federal Directory of CAS Components.

The Directory's application:

This Directory applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, the Defense Agencies, and activities administratively supported by OSD (hereafter called "DoD components"). This Directory is mandatory for use of all DoD components and is distributed to DoD components requiring the performance of CAS. It is also available to non-DoD organizations upon request.

As described by FAR 42.202, the listed organizations in this Directory are the DoD offices authorized to provide FAR 42.302 CAS functions at their assigned contractor locations when field services are needed.

Pursuant to FAR 42.101, the services of DoD CAS components may be utilized by other Government Agencies and U.S. Government Corporations by direct request to the cognizant DoD CAS components indicated herein. These services may also be utilized in the U.S. by foreign governments and international organizations by submitting requests to: International Logistics Office, DCMDE-GNI, 207 New York Ave., Staten Island, NY 10305-5013 (Attention: DoD Central Control Point). Reimbursement is normally required for CAS rendered to non-DoD organizations.

How to make changes to the Directory:

Requests for changes in the Directory's content must be sent to:

Defense Contract Management Agency
Business Information Center
ATTN: DCMA-BD
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

Changes will be captured in bold and italic and will remain for 3 months after the change is received at DCMA Headquarters.

How to receive copies of the Directory:

The Directory is located on the World Wide Web Network (WWW) on the DCMA homepage. The homepage address is "<http://www.dcmc.hq.dla.mil>" and is listed as a reference document. The Directory is scheduled to be automated and will reside in a data base format. The automation of the Directory will reduce cost, allow DCMA to make timely changes, and make it a valuable tool to perform CAS. The deployment of the database on the WWW is not yet determined.

Individuals that do not have connectivity to the WWW can request a copy of the Directory via mail in WordPerfect or Word. A copy of the Directory will be forwarded to the requester on a 3" disk. Requests should be directed to:

Defense Contract Management Agency
Business Information Center
ATTN: DCMA-BD
8725 John J. Kingman Road
Ft. Belvoir, VA 22060-6221

or

internet address: mspear@hq.dcm.mil

Questions (changes/updates) regarding your organization or agency, please refer to section 8 for points of contact.

Abbreviations used in the Directory:

ACO	Administrative Contracting Officer
AF	Air Force
AFMC	Air Force Materiel Command
CACO	Corporate Administrative Contracting Officer
CAC	Contract Audit Coordinator
CAO	Contract Administration Office
CAS	Contract Administration Services
CMO	Contract Management Office (formerly CAO)
CO NSD	Commanding Officer Naval Supply Depot
DARPA	Defense Advanced Research Projects Agency
DBMS	Data Base Management System
DCAA	Defense Contract Audit Agency
DCE	Defense Corporate Executive
DCMAO	Defense Contract Management Area Operations
DCMA	Defense Contract Management Agency (formerly DCMC)
DCMC	Defense Contract Management Command
DCMD	Defense Contract Management District
DCMO	Defense Contract Management Office
DFAS	Defense Finance and Accounting Service
DFARS	Defense Federal Acquisition Regulation Supplement
DET	Detachment
DFAS-CO	Defense Finance and Accounting Service, Columbus Center
DLA	Defense Logistics Agency
DoD	Department of Defense
DoDAAC	DoD Activity Address Code
DoDAAD	DoD Activity Address Directory
DPRO	Defense Plant Representative Office
DSN	Defense Switched Network
FAR	Federal Acquisition Regulation
MOCAS	Mechanization of Contract Administration Services
ONRRO	Office of Naval Research Regional Office
OFPP	Office of Federal Procurement Policy
PCO	Procuring Contracting Officer
SUPSHIP	Supervisor of Shipbuilding, Conversion, and Repair, USN
WWWN	World Wide Web Network

An explanation of the sections of the Directory:

Section 1A of the Directory is a list of Federal CAS components in CAS Code order (i.e., Air Force, Army, DCMA, Navy, Special) with their numbers, mailing addresses, telephone numbers, payment offices, and DoDAAC TAC 1 codes. CAS codes assigned to the CAS components listed in Section 1A are used in Section 2 to designate the component cognizant of each geographic area, city, or plant/facility listed herein. This enables the user to refer directly to Section 1A for all available information concerning the CAS components identified by CAS codes in Section 2. DoDAAC codes are provided to facilitate the interchange of information required by DoD 4105.63-M, Military Standard Contract Administration Procedures.

Section 1B, Part 1 of the Directory is a list of payment offices with their ADP point, DODAAC TAC 1 code, mailing addresses, telephone numbers, and payment office number assigned.

Section 1B, Part 2 of the Directory is a list of DLA Service Centers and DFAS Payment Offices for DLA firm fixed price issued contracts that do not provide either contract financing or price adjustments for buying offices.

Section 2A of the Directory is a listing that identifies by state, the CAS code of the CAS component cognizant of a geographical area or location or of a specific contractor's facility for referral to Section 1A. In each state where geographical cognizance is apportioned among two or more DCMA components, the principal cities are listed and ZIP code assignments by DCMA components are included. When the contractor's ZIP code is known, the ZIP code listings will provide an accurate determination of the cognizant DCMA component, particularly for localities not listed in the Directory and for large metropolitan areas for which geographical delineation is difficult. **THIS SECTION IS BEING UPDATED TO CAPTURE ALL U.S. ZIP CODES.**

Section 2B of the Directory, is listing of countries, to identify the CAS code of the CAS component cognizant of a geographical area or a specific contractor's location for referral to Section 1A.

Section 3 is a listing of the Corporate Administrative Contracting Officers (CACOs) and Defense Corporate Executives (DCEs) within DoD. These designated personnel are listed in alphabetical order by corporate name.

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Section 4 is a listing of civilian agencies that provide specialized field support services to contracting activities through cross-servicing arrangements.

Section 5 is a listing for DCMA administrative purposes only. The list provides CMOs that are not contract receipt point formerly named Defense Contract Management Offices (DCMOs).

Section 6 is a listing for DCMA administrative purposes only. The list provides the MOCAS and DBMS code for each contract management office (CMO) that is a contract receipt point.

Section 7 is a list of Communication Routing Indicator (COMMRI) codes.

Section 8 is a listing for DCMA administrative purposes only. The list provides representative/focal points at DCMA Headquarters, DCMA Districts, Military Services, DFAS, DAASC, and DSDC.

Section 9 is a listing of DCMA DoDAAC representatives/focal points.

Section 10 is guidance on administration of grants, cooperative agreements, and other transactions.

Section 11 is a listing of Termination Settlement Officers (TSO), their location and cognizant CMO responsibilities.

How to use this Directory:

To determine the cognizant CAS component for:

Contractors located in the United States: in Section 2A, refer to the state in which the contractor is located.

If the contractor is specifically listed, by name and location, use the CAS code and activity indicated.

If the contractor is included in the general category of "Educational Institutions," use the CAS code indicated and activity listed.

If a contractor is not listed, use the CAS code and activity indicated for the state or city in which the contractor is located. If the contractor's ZIP code is known, refer to the ZIP code listing which follows the city listing in selected states and use the CAS code indicated.

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With the CAS code and activity identified, refer to the corresponding activity and code in Section 1A for the name, address, and telephone number of the cognizant CAS component.

A website was created during the development of the Alerts (contract delivery notification/surveillance) application and it contains a CAGE query option that is hotlinked to the Alerts Oracle database. The query tool provides the user with the contractor's name and address, and the CMO's DoDAAC, name and address having cognizance of the CAGE in question. The website also will provide customers access to the name, telephone numbers, and email addresses of the ACO, IS, QAR, ENG, PI and team leader at the DCMA CMO location. In addition, the website also provides a hotlink to DLSC where additional CAGE information may be obtained. The information provided by the Alerts website is current and accurate as each CMO makes their own corrections/updates. The Alert website address is www.laxwebors1.dcmdw.dla.mil/srk/owa/alerts.pb_query.

Contractors located Overseas: in Section 2B, refer to the country in which the contractor is located.

If the contractor is specifically listed, or is included in the general category of "Educational Institutions," use the CAS code and activity indicated.

If the contractor is not specifically listed, use the CAS code indicated for the country in which the contractor is located.

Buying activities proposing to award contracts requiring CAS overseas should coordinate in advance with the CAS office located in the geographical area where the work is to be performed. Contracts awarded to outside CONUS (OCONUS) based firms where the work is performed overseas should be directly delegated to the DCMDI CMO. Contracts awarded to CONUS based firms with performance in an OCONUS area should be delegated to the CONUS based CMO responsible for the CONUS based contractor and then the CONUS based CMO should immediately subdelegate the contract to the OCONUS CMO where physical contract performance occurs. Procuring contracting officers (PCOs) should provide copies of the complete contract to both CONUS and OCONUS based CMOs. Prior planning by the PCO with the administrative contracting officer (ACO) is a prerequisite to ensure the success of their contract program. Prior PCO coordination with the CONUS and OCONUS based CMOs may allow direct delegation to the geographically located OCONUS CMO and avoid inappropriate duplication of effort. Also see Special Cases paragraph (next page). Contracts for work performed outside the U.S. are to be redelegated to OCONUS DCMDI offices when warranted, consistent with DCMA redelegation

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policies. CONUS CMOs will not allow travel overseas to perform CAS in duplication of DCMDI's overseas mission. When travel to overseas contractors is required, the CONUS CMO must coordinate trips with DCMDI.

U.S. buying activities proposing to award contracts requiring CAS overseas must coordinate in advance with the cognizant CAS component, OCONUS office, the theater command, or the U.S. State Department to assure adequate personnel are permitted in country to perform CAS support. Coordination should be conducted as early as possible with the State Department when there is DoD activity in country to support the CAS personnel. Early coordination with the theater command should be performed if the political situation so dictates, even in countries with DoD activities are available to support CAS personnel. Contracts with Canadian contractors must follow DFARS 225.870 procedures.

With the CAS code and activity identified, refer to the corresponding activity and code in Section 1A for the name, address, and telephone number of the cognizant CAS component.

Distribution of procurement documents:

Activities requiring the performance of CAS shall distribute procurement documents (each contract and modification) and/or requests for service in accordance with the provisions of FAR and DoD FAR Supplement Part 204, Subpart 204.2. (ADP point as shown herein is different from either the code shown for the CAS component or for the payment office.)

Special cases: in those cases where a contractor administers the contract at a facility other than the place of manufacture, such a contract shall be assigned to the DoD CAS component cognizant of the contractor's facility where the contractor's administration is performed. Pursuant to FAR 42.204, the component thus assigned shall request, from the DoD CAS component cognizant of the place of manufacture, that performance of CAS usually performed at such locations. Individual requests for quality assurance and transportation support are not required in those cases where specific distribution of the contract was made in accordance with DoD FAR Supplement 204.201(f). However, in order to be responsive to quality assurance and transportation requirements of the contract, the cognizant DoD CAS component at the place of manufacture must receive two copies of the contract concurrently with the office administering the contract.

The Defense Contract Management Agency (DCMA) -- what it is:

The mission of DCMA is to provide contract management services in support of the Army, Navy, and Air Force, as well as Defense Logistics Agency (DLA) buying activities, the National Aeronautics and Space Administration (NASA), and other government agencies, foreign governments, and ultimately, the American public.

Following its creation as 11 Defense Contract Administration Services Regions (DCASR) in the mid-1960's, Defense Contract Management Command (DCMC) was established in 1990 as a result of a DoD initiative to consolidate and streamline CAS. The consolidation was implemented to promote uniform contract policy while assuring contractor compliance with cost, delivery, technical quality and other terms of the contract; accepting products on behalf of the U.S. Government; providing program and technical support; and ensuring the contractor is paid. DCMA was established in March 2000 to be the Department of Defense's contract manager.

DCMA performs a variety of functions to accomplish its mission:

(1) Provides contract management for the procurement of such diverse product lines as aircraft, space launch vehicles and spacecraft, medical and subsistence items, electrical and electronic commodities, military vehicles, munitions, petroleum, chemicals, and lumber.

(2) Performs price/cost analysis, overhead and contractor system reviews, financial services, property and plant clearance, transportation and packaging, and termination settlements.

(3) Provides quality assurance by verifying that the product conforms to contract specifications.

(4) Provides program and technical support by analyzing cost, schedule, and technical performance of contractor programs and systems.

The Defense Finance and Accounting Service (DFAS)-- what it is:

DFAS has assumed management responsibility for the finance and accounting functions of DoD. Through its Centers and network of decentralized customer support facilities, DFAS provides all of DoD with finance and accounting services. DFAS is leading the

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way toward achieving compliance with governmental accounting standards.

The mission of DFAS - Columbus Center is to provide quality financial services. A vital part of the financial management services at the Columbus Center is paying contracts accurately and on time. DFAS' role is critical in the acquisition process, and it is determined to achieve continuous improvement. Please use the toll free telephone numbers provided in Section 1B to address any of your contractor payment concerns.

The DCMDE Civilian Contract Management Office (CCMO) -- what it is:

DLA's Civilian Contract Management Office (CCMO) provides quality contract administration services (CAS) support to non DoD Federal Agencies in the Washington, DC metropolitan area on a reimbursable basis. To accomplish its mission, CCMO performs a variety of functions, including:

Contract Administration Post Award

- Conducting Post-Award Orientation Conferences

- Performing Subcontract Administration

- Negotiating Novation Agreements

- Performing Contractor Performance Oversight

- Negotiating Modifications & Exercising Options

- Administering Invoices & Progress Payments

- Processing Disputes

- Processing Terminations for Convenience or Default

- Processing Contract Closeouts

- Other FAR services in accordance with FAR 42.3

CCMO is currently located in Townson, MD with field offices at customer locations throughout the Washington, DC metropolitan area.

CCMO is focused and committed to provide:

Quality

Effective, Efficient and Timely CAS

Responsiveness to Customer Needs

Customer Satisfaction

Continuous Process Improvement

Cost Effective

CCMO's mailing address is:

DCM Baltimore-CCMO
Office of the Chief
217 East Red Wood St.
Suite 1800
Baltimore, MD 21202-5299